

CITY CLERK

MISSION STATEMENT

The Office of the City Clerk is a service department within the municipal government upon which the City Council, all City departments and the general public rely on for information regarding the operations and legislative history of the City. This impartial office respectfully serves as the liaison between citizens and the municipal government and keeps them informed of the actions of the City government.

DESCRIPTION

The City Clerk is an elected official who serves as Clerk to the City Council, Successor Agency, Parking Authority, Housing Authority and Public Financing Authority. The City Clerk's Office also conducts municipal elections and consists of four divisions: City Clerk Services, Elections, Legal Advertising and Records Management.

The City Clerk is charged with maintaining all official City records, including keeping complete and accurate records of all City Council, Successor Agency and other related proceedings, and maintaining the Burbank City Charter and Municipal Code. The Clerk's Office conducts all municipal elections as scheduled, as well as any special election which may be called.

The City Clerk's Office files Campaign Statements and Statements of Economic Interests, as required by the Fair Political Practices Commission (FPPC) and municipal law. It publishes all ordinances adopted by the City Council, advertising notices of hearings, bid openings, and other legal notices. The department is responsible for administering the City's Records Management Program and maintaining a comprehensive annual historical collection.

CHANGES FROM PRIOR YEAR

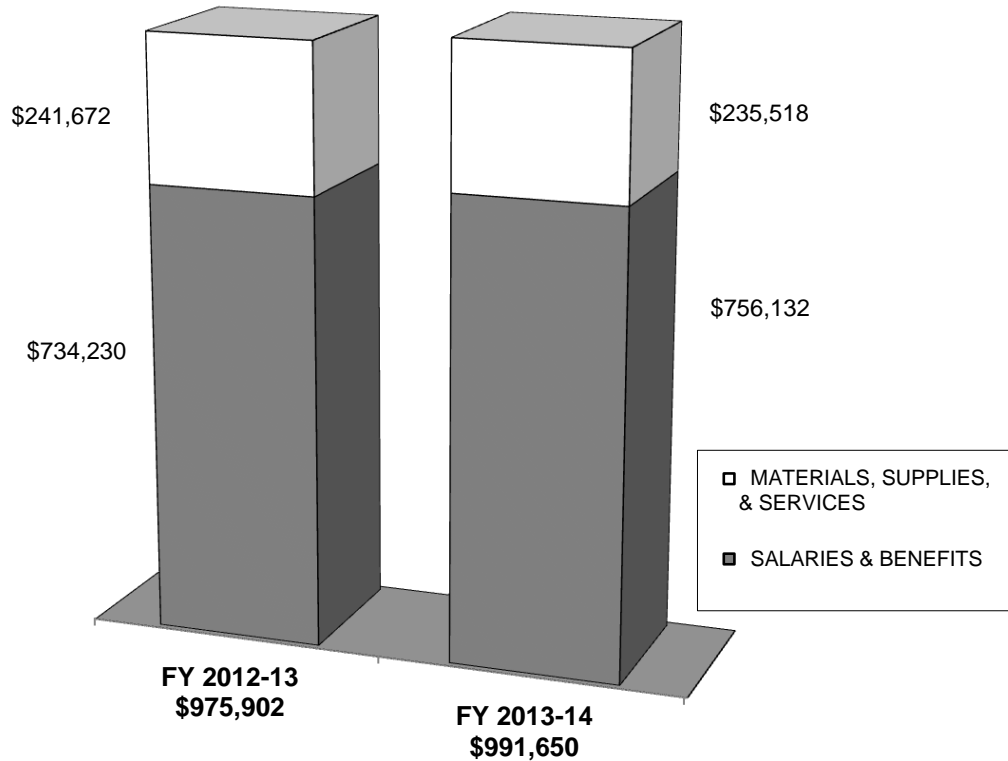
The City Clerk's Office continues to find ways to operate in the most effective and efficient manner. In light of the current budgetary constraints, the Department has reduced its discretionary budget by approximately a half percent from Fiscal Year 2012-13.

DEPARTMENT SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	7,000	7,000	7,000	
Salaries & Benefits	\$ 733,081	\$ 734,230	\$ 756,132	\$ 21,902
Materials, Supplies, Services	200,375	241,672	235,518	(6,154)
TOTAL	<u>\$ 933,456</u>	<u>\$ 975,902</u>	<u>\$ 991,650</u>	<u>\$ 15,748</u>

CITY CLERK

Department Summary



2012-13 WORK PROGRAM HIGHLIGHTS

- Conducted a Primary and General Election for three Council seats, City Clerk, City Treasurer and two Board of Education seats.
- Completed move to new offices.
- Implemented additional voter outreach through social media and banners located throughout the City.

2013-14 WORK PROGRAM GOALS

- Continue the update of the City's Document Imaging Program policies after the purchase of the new records management software.
- Continue the revision updates of the Burbank Municipal Code (BMC), including a review and update of Chapter 3 Elections.
- Continue the implementation of the Records Center Improvement Project.
- Review and implement an Agenda Management Software Project
- Continue providing excellent customer service to departments requesting records.

Services Division

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The City Clerk Services Division prepares agendas and minutes for the City Council, Successor Agency, Parking Authority, Housing Authority and Public Financing Authority, recording and indexing the actions of each, as well as agreements, deeds, franchises, grants, tract maps and other official documents. All official documents are public information, and this Division provides access to these records to the public, elected officials and other departments. In addition to serving the public by assisting with information and directions, this Division also maintains the Burbank Municipal Code and implements the requirements of the Fair Political Practices Commission.

OBJECTIVES

- Maintain all official records.
- Post notices of legislative meetings in compliance with the provisions of the Brown Act.
- Prepare and distribute agendas and minutes to elected officials, staff and subscribers, and provide copies at public facilities and on the City's
- Maintain the Burbank Municipal Code, providing revisions to staff and subscribers as soon as new ordinances become effective.
- Provide the public, City departments and elected officials with general public information and specific record(s) research.
- Monitor all Statements of Economic Interests as required by the Fair Political Practices Commission and the City's Conflict of Interest Code.

BUDGET HIGHLIGHTS

The Division continues to find ways to operate in the most effective and efficient manner. The discretionary budget has increased by \$5,500 as a result of a general increase in training needs.

DIVISION SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	3.150	3.150	3.150	
Salaries & Benefits	\$ 335,664	\$ 335,413	\$ 351,363	\$ 15,950
Materials, Supplies, Services	60,723	61,122	69,599	8,477
TOTAL	\$ 396,387	\$ 396,535	\$ 420,962	\$ 24,427

Elections Division

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This Division is responsible for conducting all phases of the election process for local municipal elections and for any special election that may be called. The Elections Division is also responsible for coordinating voter registration services with Los Angeles County and monitoring State legislation to maintain appropriate procedures and ensure that Title 3 Chapter 3 (Elections) of the Burbank Municipal Code is updated as necessary.

OBJECTIVES

- Monitor campaign statement filings to comply with Fair Political Practices Commission regulations.
- Maintain an up-to-date Elections Code.

BUDGET HIGHLIGHTS

The Elections Division covers the cost of conducting all phases of the election process for local municipal elections, and for any special election that may be called. In light of the current budgetary constraints, the Division did not request the traditional five percent increase to cover inflationary costs associated with the 2015 municipal elections.

DIVISION SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	1.300	1.300	1.300	
Salaries & Benefits	\$ 141,704	\$ 142,906	\$ 148,360	\$ 5,454
Materials, Supplies, Services	90,097	129,906	119,406	(10,500)
TOTAL	\$ 231,801	\$ 272,812	\$ 267,766	\$ (5,046)

Legal Advertising Division

001CC01C

The Legal Advertising Division arranges for the publication of all ordinances adopted by the City Council, and advertises other legal notices as required by law.

OBJECTIVES

- Prepare, publish, post and mail notices for all public hearings before the City Council, Successor Agency and related bodies.
- Publish all notices for the Planning Board, bid openings and other legal notices as required by law.

BUDGET HIGHLIGHTS

The Legal Advertising account covers the cost of advertisements as required for public hearings, ordinance publishing and other public notices. The Division has reduced its discretionary budget by \$6,500 from Fiscal Year 2012-13 levels. However, the Division is experiencing a general increase in legal advertising costs.

DIVISION SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	0.400	0.400	0.400	
Salaries & Benefits	\$ 38,561	\$ 38,515	\$ 39,926	\$ 1,411
Materials, Supplies, Services	24,035	35,000	28,500	(6,500)
TOTAL	\$ 62,596	\$ 73,515	\$ 68,426	\$ (5,089)

Records Management Division

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The Records Management Division administers the Citywide Records Management Program for the entire municipal government, and maintains a historical records collection. The program was established in 1972 to provide an organized program to control utilization, maintenance, retention, preservation and disposition of City records. The objective enabled the City to effectively conduct its business by ensuring that important records are organized and maintained in such a way as to be easily stored, retrieved and identified; providing for the annual transfer of inactive records for storage in the Records Center; helping preserve records with long-term or permanent value as well as records of historical or archival value; protecting records vital to the City in the event of a disaster; and stabilizing the growth of records in offices through systematic disposition of records no longer needed for administrative, legal, fiscal, historical, or research purposes.

OBJECTIVES

- Maintain the Records Management Program.
- Continue implementation of Records Management Program for the Burbank Water and Power Department.
- Analyze and expand microfilm applications.
- Train departmental Records Coordinators.
- Oversee the implementation of a Document Imaging/Management System to benefit the entire City in records/information management.

BUDGET HIGHLIGHTS

The Records Management Division continues to implement the Records Management Improvement Program as well as maintain the Libertynet Imaging System. The discretionary budget has been maintained as in Fiscal Year 2012-13.

DIVISION SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	2.150	2.150	2.150	
Salaries & Benefits	\$ 217,152	\$ 217,396	\$ 216,483	\$ (913)
Materials, Supplies, Services	25,520	15,644	18,013	2,369
TOTAL	<u>\$ 242,672</u>	<u>\$ 233,040</u>	<u>\$ 234,496</u>	<u>\$ 1,456</u>

Services Division

001CC01A

		EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
STAFF YEARS		3.150	3.150	3.150	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 220,450	\$ 222,423	\$ 232,483	\$ 10,060
60006	Overtime	1,166	3,501	3,501	
60012	Fringe Benefits	55,729	50,222	53,273	3,051
60012.1008	Fringe Benefits - Retiree		1,525	1,525	
60012.1509	Fringe Benefits - Pension	49,665	48,795	47,437	(1,358)
60012.1528	Fringe Benefits - Workers Comp	7,764	7,447	11,644	4,197
60015	Wellness	135			
60022	Car Allowance	769	1,500	1,500	
60031	Payroll Adjustment	(14)			
		335,664	335,413	351,363	15,950
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 4,366	\$ 11,700	\$ 11,700	
62300	Special Departmental Supplies	479	1,400	1,400	
62310	Office Supplies	4,748	3,400	3,400	
62440	Office Equip Maint & Repairs		150	150	
62455	Equipment Rentals	4,088	4,000	4,000	
62700	Memberships & Dues	525	600	600	
62710	Travel	3,050	1,515	1,515	
62755	Training	2,865	4,500	10,000	5,500
62895	Miscellaneous	128	600	600	
NON-DISCRETIONARY					
62220	Insurance	24,177	14,932	12,642	(2,290)
62485	F535 Comm Equipment Rental	4,654	6,721	6,721	
62496	F537 Computer Equip Rental	11,643	11,604	16,871	5,267
		60,723	61,122	69,599	8,477
PROGRAM TOTAL		\$ 396,387	\$ 396,535	\$ 420,962	\$ 24,427

Elections Division

001CC01B

		EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
STAFF YEARS		1.300	1.300	1.300	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 93,591	\$ 94,390	\$ 97,793	\$ 3,403
60006	Overtime	364	2,238	2,238	
60012	Fringe Benefits	22,445	20,854	22,245	1,391
60012.1008	Fringe Benefits - Retiree		629	629	
60012.1509	Fringe Benefits - Pension	20,997	20,677	19,932	(745)
60012.1528	Fringe Benefits - Workers Comp	3,919	4,118	5,523	1,405
60015	Wellness	45			
60022	Car Allowance	350			
60031	Payroll Adjustment	(7)			
		141,704	142,906	148,360	5,454
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 89,841	\$ 129,356	\$ 118,856	\$ (10,500)
62310	Office Supplies		300	300	
62420	Books & Periodicals	256	250	250	
		90,097	129,906	119,406	(10,500)
PROGRAM TOTAL		\$ 231,801	\$ 272,812	\$ 267,766	\$ (5,046)

Legal Advertising Division

001CC01C

		EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
STAFF YEARS		0.400	0.400	0.400	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 24,700	\$ 25,485	\$ 26,315	\$ 830
60006	Overtime	182			
60012	Fringe Benefits	6,805	6,193	6,506	313
60012.1008	Fringe Benefits - Retiree		194	194	
60012.1509	Fringe Benefits - Pension	5,632	5,616	5,384	(232)
60012.1528	Fringe Benefits - Workers Comp	1,150	1,027	1,527	500
60015	Wellness	23			
60022	Car Allowance	70			
60031	Payroll Adjustment	(1)			
		38,561	38,515	39,926	1,411
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62530	Legal Adv / Printing Ordinance	\$ 24,035	\$ 35,000	\$ 28,500	\$ (6,500)
		24,035	35,000	28,500	(6,500)
PROGRAM TOTAL		\$ 62,596	\$ 73,515	\$ 68,426	\$ (5,089)

Records Management Division

001CC01D

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2011-12	FY 2012-13	FY 2013-14	PRIOR YEAR
STAFF YEARS		2.150	2.150	2.150	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 137,160	\$ 137,870	\$ 137,689	\$ (181)
60006	Overtime	106			
60012	Fringe Benefits	34,293	32,603	34,752	2,149
60012.1008	Fringe Benefits - Retiree		1,041	1,041	
60012.1509	Fringe Benefits - Pension	32,181	30,786	28,305	(2,481)
60012.1528	Fringe Benefits - Workers Comp	13,183	15,096	14,696	(400)
60015	Wellness	23			
60022	Car Allowance	210			
60031	Payroll Adjustment	(4)			
		217,152	217,396	216,483	(913)
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62085	Professional Services	\$ 3,432	\$ 3,500	\$ 3,500	
62170	Private Contractual Services	15,882	900	900	
62300	Special Departmental Supplies	152	900	900	
62420	Books & Periodicals		168	168	
62440	Office Equip Maint & Repairs		350	350	
62700	Memberships & Dues	230	470	470	
62710	Travel		840	840	
62755	Training		3,150	3,150	
62895	Miscellaneous		200	200	
NON-DISCRETIONARY					
62470	F533 Office Equipment Rental			1,916	1,916
62496	F537 Computer Equip Rental	5,824	5,166	5,619	453
		25,520	15,644	18,013	2,369
PROGRAM TOTAL		\$ 242,672	\$ 233,040	\$ 234,496	\$ 1,456

CITY CLERK

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2011-12	STAFF YEARS 2012-13	STAFF YEARS 2013-14	CHANGE FROM PRIOR YEAR
CITY CLERK	1.000	1.000	1.000	
DEPUTY CITY CLERK	1.000	1.000	1.000	
RECORDS MGT COORD	1.000	1.000	1.000	
MUNICIPAL RCDS CLERK	3.000	3.000	3.000	
CLERICAL WORKER	1.000	1.000	1.000	
TOTAL FULL TIME	7.000	7.000	7.000	
TOTAL STAFF YEARS	7.000 (7)	7.000 (7)	7.000 (7)	